**Pioneering Care Partnership (PCP)**



**Disclosure Barring Service (DBS) Privacy Statement**

[**Privacy**](https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy/standard-and-enhanced-dbs-check-privacy-policy#what-is-it-i-need-to-know) **Statement**

This Privacy Statement tells you why PCP require DBS checks to be carried out and how PCP process, use and store your personal data as part of the standard or enhanced disclosure application.

You are being provided with a copy of this privacy notice because you are applying for a DBS check.

PCP is an authorised conduit to provide information to the DBS who will then provide you with a copy of the information they hold against your name.

**Why PCP carry out DBS Checks**

The Disclosure and Barring Service (DBS) helps employers make safer recruitment decisions and prevent unsuitable people from working with vulnerable groups, including children.

PCP are a DBS Registered Body and must comply with the DBS Code of Practice and meet General Data Protection Regulation (GDPR) requirements.

As an organisation, PCP only undertake DBS checks on new and existing employees and volunteers where the role is eligible for a DBS check, this includes carrying out standard and enhanced checks, sometimes with barred list information.

[**How will we use the personal information supplied to us?**](https://www.gov.uk/government/publications/standard-and-enhanced-dbs-check-privacy-policy/standard-and-enhanced-dbs-check-privacy-policy#how-will-we-use-the-personal-information-supplied-to-us)

In order for the DBS check to be carried out applicants are required to complete a DBS application form. This allows DBS to search police records and in relevant cases, barred list information, and then issue a DBS certificate.

In this instance, PCP are a data processor, this is anyone (other than an employee of a data controller) who processes that data on behalf of the data controller. DBS are the data controller and they decide on the purpose and way in which any personal data is processed.

As the data processor PCP are responsible for checking all completed DBS application forms and ensuring they have been completed fully and correctly, this is carried out by the Lead Countersignatory. The verifier (a PCP member of staff) will check and verify the relevant documentation required as part of the application form, this is recorded on a verification form, which is also checked by the Lead Countersignatory.

Once the application form is verified it will be sent directly to DBS, no copies of the application form are kept by PCP. However, the verification form which contains personal data is held by PCP’s HR department as evidence of the ID documentation provided by the applicant. This is stored securely in a lockable cabinet where restricted access is in place.

**How long will we keep your data?**

Once a recruitment (or other relevant) decision has been made, PCP do not keep certificate information for any longer than is necessary. This retention will allow for the consideration and resolution of any disputes or complaints, or for the purpose of completing safeguarding audits.

PCP maintain a record of all those to whom certificates or certificate information has been revealed and it is a criminal offence to pass this information to anyone who is not entitled to receive it.

PCP do not keep any copies of DBS application forms or DBS certificates, only the verification form including your personal data is kept;

* for all clear disclosures the record will be kept for a period of 7 years from the date of issue of the disclosure certificate, or from a cancellation or withdrawal of the disclosure application.
* for those disclosures containing some form of information will be retained for 15 years from the date of issue of the disclosure certificate, or from a cancellation or withdrawal of the disclosure application.

Throughout this time, the usual conditions regarding the safe storage and strictly controlled access will prevail.

**Access to personal information**

Individuals can find out if we hold any personal information by making a ‘subject access request’ under the General Data Protection Regulation 2018. If we do hold information about you we will:

* give you a description of it;
* tell you why we are holding it;
* tell you who it could be disclosed to; and
* let you have a copy of the information

If you wish to make a subject access request for any personal information PCP may hold you need to put the request in writing addressing it to the Head of Business Excellence, Pioneering Care Partnership, Carers Way, Newton Aycliffe, DL5 4SF. If PCP does hold information about you, you can ask us to correct any mistakes by, once again, contacting in writing the Head of Business Excellence.

**Disclosure of personal information**

PCP will not disclose personal data without consent, unless there is:

* a risk of harm to you or other people
* where PCP believes that the reasons for sharing are so important that they override our obligation of confidentiality (for example, to support the investigation and prosecution of offenders or to prevent serious crime)
* where PCP has been instructed to do so by a Court
* where PCP is legally required to do so

However when PCP investigates a complaint, for example, we may need to share personal information with a third party organisation concerned or other relevant bodies. Further information is available in our leaflet: How we use your information. A copy can be obtained upon request.

**Definitions**

**Standard Disclosures -** a standard check, which shows spent and unspent convictions, cautions, reprimands and final warnings

**Enhanced Disclosures -** an enhanced check, which shows the same as a standard check plus any information held by local police that’s considered relevant to the role

**Barred Lists -** an enhanced check with a check of the barred lists, which shows the same as an enhanced check plus whether the applicant is on the adults’ barred list, children’s barred list or both

**Complaints or queries**

PCP aims to meet the highest standards when collecting and using personal information. For this reason, we take any complaints we receive about this very seriously. We encourage people to bring it to our attention if they think that our collection or use of information is unfair, misleading or inappropriate.

If you want to make a complaint about the way we have processed your personal information, you can contact us in writing at the address below.

If you feel that we have not met our responsibilities under data protection legislation, you have a right to request an independent assessment from the Information Commissioner’s Office (ICO). You can find details [on their website](http://www.ico.org.uk/)

**How to contact us**

If you want to request information about our privacy policy you can email us on data@pcp.uk.net or write to:

Head of Business Excellence
Pioneering Care Partnership
Carers Way, Newton Aycliffe, DL5 4SF